



*A Public Service Agency*

# ***HOW TO COMPLETE AN APPLICATION FOR A VEHICLE DEALER LICENSE***



## **PURPOSE**

The purpose of this pamphlet is to inform the prospective vehicle dealer applicant of the requirements to obtain a license from the Department of Motor Vehicles (DMV) and provides detailed information and instructions in completing and submitting your application.

## **HOW TO USE THIS PAMPHLET**

We have tried to arrange this book in much the same order you should follow in establishing your business. In addition, to assist you, we've included a check list (New Dealer Application, OL 249A or Used Dealer, Dealer-Wholesale Only, and Autobroker, OL 249B) in the application package listing the items required when submitting your application to the department.

## **DMV ADVISORY STATEMENT**

The information required on the attached forms pertain to eligibility for issuance of an occupational license. It is required under authority of Division 5 of the California Vehicle Code. Failure to provide the information is cause for refusal to issue an occupational license.

Application information is public record, regularly used by law enforcement agencies, and is open to inspection by the public. Some information contained in these records is classified as confidential of personal pursuant to the Information Practices Act of 1977 and the Public Records Act and is exempt from disclosure. Individuals are entitled to inspect or obtain copies of information contained in their record during regular office hours.

The Deputy Director of the Licensing Operations Division, 2570 24<sup>th</sup> Street, Sacramento, CA. 95818, is responsible for maintaining record information.

***Best wishes in your new endeavor!***



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## DEALER DEFINED

Section 285 of the California Vehicle Code (CVC) defines a dealer who:

- (a) For commission, money, or other thing of value, sells, exchanges, buys or offers for sale, negotiates or attempts to negotiate, a sale or exchange of an interest in a vehicle subject to registration or a motorcycle subject to identification under this code, or induces or attempts to induce any person to buy or exchange an interest in a vehicle and, who receives or expects to receive a commission, money brokerage fees, profit, or any other thing of value, from either the seller or purchaser of said vehicle; or
- (b) Is engaged wholly or in part in the business of selling vehicles or buying or taking in trade, vehicles for the purpose of resale, selling, or offering for sale, or consigned to be sold, or otherwise dealing in vehicles, whether or not such vehicles are owned by such person.

## BACKGROUND INVESTIGATION

A background investigation is conducted on all applicants and disclosure of a conviction may result in a temporary operating permit ***not being issued***.

Failure to disclose any and all convictions may result in the refusal, denial, or revocation of your license.

Pursuant to CVC Section 11703, the department may refuse to issue a license to any applicant who has been convicted of a crime or committed any act or engaged in any conduct involving moral turpitude which is substantially related to the qualifications, functions, or duties of the licensed activity.

A plea of nolo contendere is a conviction within the meaning of this section. In addition, Article 4 and Article 6.1 of Title 13, of the California Code of Regulations (CCR) provide guidelines used by the department in determining whether a license should be issued.

## THE FEE SCHEDULE IS:

\$151.00	Nonrefundable original application fee
\$ 50.00	Autobroker <i>(plus original application fee)</i>
\$ 42.00	DOJ fingerprint processing fee – each card <i>(out-of-state applicants only)</i>
\$ 70.00	For each branch location. A separate OL 21 will be required for each branch after your main location has been inspected, approved, and you have been issued a dealer number.
\$225.00	New Motor Vehicle Board Fee <i>(new auto-commercial and motorcycle dealers only per location)</i>
\$ 31.00	For each dealer plate.*
\$ 33.00	For each motorcycle plate.*

\* *Plate fees may vary depending on the county where your business is located. Contact your Inspector for the total plate fee due for your location.*

**NOTE:** Plates are optional, not mandatory.

## A VEHICLE DEALER APPLICATION CONSISTS OF:

- OL 21A Part A Original Application For Occupational License
- OL 29 Part B Personal History Questionnaire
- OL 12 Part C Application For Original Occupational License
- OL 25 Dealer Surety Bond of Dealer or Lessor/ Retailer or OL 65/94 with the Cash Bond or OL 64/65 with the certificate of deposit made payable to DMV
- OL 53 Authorization to Release Financial Information
- OL 902 Zoning Verification For Vehicle Dealers License
- ADM 1316 Fingerprint Card *(out-of-state applicants only)*
- DMV 8016 Request For Live Scan Service *(receipt)*
- Certificate of Appointment *(on reverse side of surety bond)*

If you are applying for a New Vehicle Dealer License, you will also need:

- OL 124 Certificate of Proposed Franchise  
*(required for each line)*
- Letter of Authorization New trailer and RV dealers only  
*(required for each line)*



### **IMPORTANT**

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

### **IN ADDITION TO SUBMITTING THE COMPLETED APPLICATION, YOU MUST PROVIDE:**

- **The original Certificate of Completion**  
Issued by the public provider (*used dealer or dealer-wholesale only*).
- **A copy of your City and/or County Business License**  
Applicants are required to obtain a city or county business license by the city or county licensing section in the area where your business is located.
- **A copy of your State Board of Equalization Resale Permit**  
All applicants are required to file an application for a Seller's Permit. The purpose of the permit is to enable the licensee to collect taxes on sales. A dealer-wholesale only does not collect taxes but is required to file quarterly reports. Applications can be made through local State Board of Equalization offices.
- **A copy of your Fictitious Business Name Statement**  
Any business that operates under a name not the actual name of the owner is required to obtain a Fictitious Name Statement from the city or county in the area where your business is located. If the responsible agency determines this is not required, a letter supporting such from that agency is needed.
- **A copy of your lease or rental agreement**
- **Photographs (Procedures on page 5)**

## THE DIFFERENCES IN TYPE LICENSE:

TYPE LICENSE	AUTHORIZED TO:
New/Used Auto-Commercial	Sell new and used automobiles and trucks to the public and licensed vehicle dealers.
Used Auto-Commercial	Sell used automobiles and trucks to the public and licensed vehicle dealers.
Dealer-Wholesale Only	Sell to licensed vehicle dealers only.
Autobroker	Provide the service of arranging, negotiating, assisting, or effectuating, for a fee or compensation, the purchase of a new or used vehicle, not owned by the dealer, for a person(s).

## LOCATION REQUIREMENTS:

The type of license for which you are applying will determine your location requirements.

TYPE LICENSE	LOCATION REQUIREMENTS			
	Zoning	Office	Sign	Display Area
New/Used Auto-Commercial	•	•	•	•
Used Auto-Commercial	•	•	•	•
Dealer-Wholesale Only	•	•		
Autobroker	•	•	•	

- **Zoning**

- ✓ Your business location must be properly zoned for the type of business you wish to conduct. Before signing a lease or rental agreement, check with the agency responsible for completing the Zoning Verification For Vehicle Dealers License (OL 902) to ensure the proper zoning.

- **Office**

- ✓ Your office must be devoted exclusively for the use of your business with entry directly from the outside. Your office must have a telephone, desk, and a filing cabinet.
- ✓ All books and records pertinent to the business must be maintained at the office (320[b] CVC).

- **Sign**
  - ✓ Not less than 2 square feet in size (11709[a] CVC).
  - ✓ Readable from a distance of at least 50 feet (11709[a] CVC).
  - ✓ Provide information as to the dealer's name and address (11709[a] CVC).
  - ✓ Permanent in nature, able to withstand weather conditions, and erected on the exterior of the office (408.00 CA Code of Regulations).
- **Display Area**
  - ✓ Must be situated on the same property.
  - ✓ Must be of a sufficient size to physically accommodate vehicle(s) of a type for which the dealership is licensed to sell (409.00 CA Code of Regulations).
  - ✓ Additional display areas are permitted (*display only, exclusive use, and sales are not permitted*) within a radius of 1,000 feet from the principal place of business and any licensed branch location without being subject to separate licensing (409.00[a] CA Code of Regulations).

#### **PHOTOGRAPH PROCEDURES:**

The department will perform on site inspections to confirm the contents of photographs. Submission of fraudulent application form(s) and/or photograph(s) is grounds to refuse to issue this and any subsequent license.

- Photographs must be clear enough to ensure compliance with requirements.
- Each photograph must be dated and signed.
- Photograph must be attached to a sheet of paper, labeled and numbered according to directions below.

LICENSE TYPE	PHOTOGRAPH REQUIREMENTS
Dealer-Wholesale Only	Office and Location
New Auto-Commercial	Office, Sign and Display Area
Autobroker	Office, Sign and Location
Used Auto-Commercial	Office, Sign and Display Area

## **DIRECTIONS FOR PHOTOGRAPH REQUIREMENTS:**

- **Office** - Photographs must clearly show an office set up to perform the duties required by the license type, including adequate storage for accountable materials and records.
  - ✓ Entrance: A photograph of the office entrance which includes the office address from the outside of the building. (Note: see directions under sign for further directions if the address is not affixed near the office entrance or to the exterior of the building.)
  - ✓ If office entrance is not directly accessible from the exterior, then a photograph from the corridor showing the direct entrance is also required.
  - ✓ Exclusive use of office: A full photograph from the entrance to the back wall which includes both side walls. Option: Two or more photographs that can be placed together covering the entire office area.
- **Sign** - Photograph(s) must clearly show a sign permanently affixed to the exterior of the building, visible from 50 feet. If the address is not visible on the exterior of the building, then it must appear on the sign.
  - ✓ Sign from 50 feet: A photograph of the sign from a distance of fifty feet is required.
  - ✓ Sign from property entrance: A photograph of the sign from the nearest public entrance to the property.
- **Display Area** - Photograph(s) must clearly show an area large enough for the type of vehicle for sale and must be for the exclusive use of the licensee.
  - ✓ Photograph of the complete display area.
  - ✓ Photograph that shows the proximity of the display area to the office. If the display area is not in the immediate vicinity of the office, another permanently installed sign is required to identify the business name and office address.
  - ✓ Photograph that includes display area signs. If utilizing designated parking spaces, a sign must be permanently installed designating the spaces for the exclusive use of the licensee (business name). A copy of a contract or lease agreement for the spaces must be included with the application.

- **Location** - Licensees with minimal license requirements must submit a photograph that clearly shows the place of business (exterior of building and/or property), posted business name sign and area for licensed activity.

## **DEALER EDUCATION PROGRAM**

Applicants applying for a used dealer or dealer-wholesale only license must attend a dealer education program and pass a written examination administered by the Department of Motor Vehicles before submitting their application (11704.5 CVC).

The purpose of this program is to ensure that applicants are aware of the laws and regulations governing the operation of a used vehicle dealership in California.

- **What is a Dealer Education Provider?**  
A dealer education program provider is a private vendor who has been authorized by the DMV to instruct potential applicants for a used vehicle dealer license on laws and regulations governing the operation of a used vehicle dealership in California. A list of Dealer Education Program Providers is included with this packet.
- **Who is required to successfully complete a dealer education program?**
  - ✓ Sole owner
  - ✓ All partners who manage the business
  - ✓ A corporate officer who manages the business
- **Who is not required to successfully complete a dealer education program?**
  - ✓ A person who currently holds a valid license as a dealer.
  - ✓ A person applying for a used trailer only license.
  - ✓ A person applying for a used motorcycle only license.
- **Where do I go after I successfully complete the dealer education class?**  
You must contact a DMV Inspector in your area to schedule an appointment to take the written examination administered by the Department of Motor Vehicles.  
  
You must present the original completion certificate issued by the provider and your current California driver license or California identification card. The test consists of 40 questions and must be passed with at least 70% accuracy.

Completion certificates issued for completion of approved dealer education programs will be valid for submission with original dealer license applications for a period of only one year from the date of program completion (268.08[b] CA Code of Regulations).

**NOTE:** Renewal of your license is annually; however, after initial licensing, used dealers and dealers-wholesale only must attend an approved continuous education class of not less than four (4) hours every two years in order to renew or maintain their license. The department will notify all effected dealers with their renewal when proof of continuing education is required (11704.5[c] CVC).

- **Is there a charge to take the test?**

Yes, you will be charged \$16 to take the test. If you do not pass, you may retake the test after a seven (7) day waiting period. You will be charged \$16 each time the test is taken.

- **What if I can't pass the test?**

If, after three attempts, you cannot pass the test, you will be referred to the education provider listed on your completion certificate to determine if additional training is needed.

- **Can I submit my application to a DMV Inspector before attending the dealer education class?**

Applications for used and wholesale only dealers license will not be accepted by department Inspectors without proof of completion of the used dealer education program and proof of successfully passing the examination or proof of being licensed as a vehicle dealer within the past 36 months.

- **Where can I obtain application forms?**

You may call at (916) 657-6621, (213) 744-7563, (858) 495-3676 or printed or downloaded from the internet <http://www.dmv.ca.gov>

## **ABBREVIATED APPLICATIONS**

The purpose of an abbreviated application is to allow applicants with convictions, prior departmental actions, business bankruptcies, and/or outstanding civil judgments related to the automobile industry, to discover if a license will be issued or reissued without incurring the possible unnecessary expenses of obtaining a bond, establishing a place of business, and/or attending a dealer education program.

To expedite the review process, applicants with convictions may submit certified copies of the arresting agencies report and the court documents with their application.

An abbreviated application must be submitted to determine your eligibility for a license.

An abbreviated application consists of the following fees and documents:

- \$151 Nonrefundable application fee
- \$ 42 Department of Justice fingerprint processing fee  
(*out-of-state applicants only*)
- OL 21A Part A Original Application for Occupational License
- OL 29 Part B Personal History Questionnaire
- OL 12 Part C Application for Original Occupational License
- ADM 1316 Fingerprint Card (*out-of-state applicants only*)
- DMV 8016 Request For Live Scan Service (*receipt*)

If you are considering submitting an abbreviated application, contact the Occupational Licensing Inspector in your area for assistance. A list of Inspector Offices is included with this packet.

**WHERE TO FILE YOUR APPLICATION:**

Submit all application forms to your local Inspector nearest the location when ready for inspection. A list of Inspector Offices is included with this packet. To ensure an Inspector will be available to assist you, please call for an appointment.

Do not return the forms to the Sacramento Occupational Licensing Headquarters Unit.

**TIME REQUIRED TO ISSUE THE LICENSE:**

Upon receipt of a complete application for a license, which is accompanied with the appropriate fee, the department shall, within 120 days, make a thorough investigation of the information contained in the application (11704[b] CVC).

A complete application is one that contains all the necessary completed forms (e.g., documents, bond, letters of authorization, signatures, fees, etc.), as required for the issuance of a license. Incomplete applications will be returned to the applicant for correction and/or deficiency(ies).

**TEMPORARY PERMITS:**

Permits and supplies to operate will be issued by an Inspector only after all requirements are fulfilled, the background check performed is clear, and your location has been inspected and approved.

**INSTRUCTIONS FOR  
COMPLETING THE VEHICLE DEALER APPLICATION:**

**IMPORTANT**

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

***Original Application for Occupational License, (Part A), OL 21A***

- A. **Type of License:** Check the box of the type license for which you are applying.
- B. **Main Office:** Enter the true full name(s) of the individual, partners, Corporation, Limited Liability Company or Association.  
**Firm Name:** Enter your business name.  
**Firm Address, City, State, Zip Code:** Enter your business address, city, state, and zip code  
**Area Code/Telephone Number:** Enter your business area code and telephone number.
- C. **Check the Vehicles to be Sold at This Location:** Check the appropriate boxes for the type(s) of vehicles you will be selling.
- D. **Plate(s) Request:** Enter the number of plates desired.
- E. **Zoning Approval:** Check the appropriate box, indicating whether your dealership's location meets zoning requirements by either the city or the county.
- F. **Property Data:** Check the appropriate box if the property is leased, rented, or owned.  
**Lease or Rental Period:** Enter the lease or rental period.  
**Approximate Square Feet:** Complete the size of the property in square feet.  
**If the property is leased or rented, complete the following:** Enter the property owner's full name, address, city and telephone number.  
**Area Code/Telephone Number:** Enter your business area code and telephone number.
- G. **For Manufacturer or Remanufacturer Only:**  
Enter the starting 17-digit vehicle identification number to be used.
- H. **For Distributor Only:**  
Include with your application a copy of your franchise agreement with the Manufacturer of the product you will distribute.



**I. For Dismantler Only:**

**All plates removed from acquired vehicles will be:** Check the box which is the method you will use to destroy plates.

**Fill in the:**

Board of Equalization Resale Permit Number

Calif. Environmental Protection Agency I.D. Number

Franchise Tax Board Tax I.D. Number.

**Check the appropriate boxes for 1, 2, 3, and 4.**

**Page 2 of OL 21A**

**Firm Number:** For DMV use only.

**J. Financial Institution Business Information:**

Enter the name of the bank where business account is carried

**Account Number:** Enter the business account number.

**Address of Financial Institution, City, State and Zip Code:**

Enter the bank's city, state and zip code.

**Area Code/Telephone Number:** Enter the bank's area code and telephone number.

**Name of person authorized to draw funds or issue checks from account.** Enter the name(s) of person(s) authorized to draw funds or write checks from the account.

**If bank account is not carried under same name as shown on this application, under what name is it carried?** Enter the name the account is carried under if not the same as your business.

**K. Certification:**

This section must be completed in the presence of a DMV Inspector.

**Application For Occupational License, (Part B)**

**Personal History Questionnaire, OL 29**

The following individuals are required to complete personal history questionnaires and furnish a Request For Live Scan Service receipt orFingerprint Cards: 1) sole owners; 2) all partners; and 3) all individuals listed on the ownership structure of the business.

**OL Number:** For DMV use only.

**1. Name:** Enter your true full name. Last, first, middle.

**Residence address:** Enter address, city, county, state, and zip code.

**Phone:** Enter the business and home area code and telephone number.

**Social Security Number:** Enter your social security number.

**2. Physical Description:** Enter sex, color hair, color eyes, height, weight, birth date.

**Do you hold a valid California Driver's License?** Answer yes or no.  
**If yes, show license number:** Enter your California Driver License number.

**Have you ever been known by or used any name other than the name appearing on this questionnaire?** Answer yes or no.

**If yes, what name?** Enter the different ways you sign your name.

Example: Robert Joseph Smith; Robert J. Smith; Bob Smith

3. **Employment History: Begin with your most recent job. List each job separately.**
4. **Education: Driving School Instructor and Traffic Violator School Instructors ONLY.**

***Page 3 of OL 29***

**OL Number:** For DMV use only.

- 5(a) **Have you previously been or are you licensed or have you ever applied in this state as a vehicle salesperson, representative, distributor, dealer, registration service, dismantler, manufacturer, remanufacturer, transporter, vehicle verifier, lessor-retailer, driving school owner, operator, or instructor, traffic violator school owner, operator or instructor or all-terrain vehicle safety training organization or instructor?** Answer yes or no.  
**If yes, show license number:** Enter the license number. If you do not remember the number, indicate so.
- 5(b) **Have you ever had a business or occupational license issued by this department or an application for such license refused, revoked, suspended, or subjected to other disciplinary action or were you ever a partner, managerial employee, officer, director, or stockholder in a firm licensed by this department, and the license was revoked, suspended or subject to other disciplinary action?** Answer yes or no.  
**If yes, show license number, type of license, action by department, date of action.**
- 5(c) **Were you ever the holder of an occupational license issued by another state, authorizing the same or similar activities of a license, and that license was revoked or suspended for cause and was never reissued, or was suspended for cause, and the terms of suspension have not been fulfilled?** Answer yes or no.  
**If yes, describe type of license, license number, and state license was issued.**
- 5(d) **Have you ever had a civil judgement rendered against you?**  
Answer yes or no.

**If yes, was it a result of your activity under an occupational license issued by this department? Answer yes or no.**

**If yes, state amount and whether paid or unpaid.**

**5(e) Were you ever a partner, managerial employee, officer, director, or stockholder in a firm that had a civil judgement rendered against it? Answer yes or no.**

**5(f) Have you ever declared bankruptcy or were you ever a partner, managerial employee, officer, director, or stockholder in a firm that declared bankruptcy? Answer yes or no.**

**If yes, give date bankruptcy filed and name and location of court of jurisdiction.**

**6. Do you currently have any criminal charges pending against you in any state or federal court? Answer yes or no.**

**If yes, please state the court, case number and the nature of the charges.**

**7(a) Have you ever been dismissed, fired, demoted, had your salary or compensation reduced or any other adverse action taken against you, for any reason? Answer yes or no.**

**7(b) Have you ever resigned from or quit a position while you were under investigation or after being informed discipline would be taken against you, or during an appeal from a disciplinary action? Answer yes or no.**

**7(c) Have you ever been rejected or told you would not receive permanent or continued employment during any type of probationary or trial period on the job? Answer yes or no.**

**7(d) If the termination, demotion or other adverse action from employment involved any civil or administrative case, please state court or agency and case number:**

**8. Applicants for other than driving school/traffic violator school licenses/all terrain vehicle safety training organization, excluding traffic offenses, have you ever been convicted, placed on probation, or released from incarceration following conviction for any crime or offense, either Felony or Misdemeanor, of any Federal or State jurisdiction within the last ten (10) years. Answer yes or no. Include any conviction where you were pardoned, pled nolo contendere, or where the conviction was expunged, dismissed, set aside or removed from the record under Penal Code Section 1203.4.**

**Page 4 of OL 29**

**OL Number:** For DMV use only.

**Applicants Initials:** Initial the form. Failure to initial can be cause for denial of license.

**List all convictions.**

**Executed at (city, state):** Enter the city and state.

**On (date):** Date the application.

**Signature:** Sign your name.



Applicants with convictions, prior departmental actions, business bankruptcies, and/or outstanding civil judgments related to the automobile industry, must file an Abbreviated Application. See Pages 8 & 9 for detailed instructions.

***Application For Original Occupational License, (Part C), OL 12***

**Firm Number:** For DMV use only.

**Name of individual, partners, corporation, Limited Liability Company, or Association:** Enter the full name(s) of the individual, partners, Corporation, Limited Liability Company or Association.

**Area Code/Telephone Number:** Enter the business area code and telephone number.

**Firm Name:** Enter your business name.

**Firm Address, City, State, County, Zip Code:** Enter the business address, city, state, county and zip code.

**Ownership:** Enter the true full name and title of:

- The individual.
- Each partner (designate whether general or limited).
- Each principal officer and director, or stockholder of the corporation participating in the direction, control and management of the policy of the business.
- Each member and manager of the Limited Liability Company participating in the direction, control and management of the policy of the business.
- Each member of the Association participating in the direction control and management of the Association.

**Complete Section I, II, III, IV or V** depending on whether the ownership of the firm is an individual, partnership, corporation, Limited Liability Company, or Association.

### ***Surety Bond of Dealer or Lessor/Retailer, OL 25***

A Surety Bond of Dealer or Lessor/Retailer in the amount of \$10,000 issued by an insurance company must be submitted with your application or one of the following:

- \$10,000 cash (OL 65, OL 94).
- \$10,000 in a passbook account (OL 64/65).
- \$10,000 certificate of deposit made payable to DMV (OL 64/65).

**Notice:** The Department would like to bring to your attention that Vehicle Code Section 11710.1 requires the Department to hold the cash bond, passbook, or certificate of deposit three (3) years after the dealer goes out of business.

If you obtain a Surety Bond of Dealer or Lessor/Retailer, it must be completed as follows:

- Sole owner
  - Individual name and firm name.
- Partnerships
  - Names of all partners and firm name.
- Corporations
  - Corporate name and firm name; or
  - Corporate name only if the firm name is the same.
- Limited Liability Company
  - Limited Liability Company name and firm name; or
  - Limited Liability Company name only if firm name is the same.
- Association
  - Association name and firm name; or
  - Association name only if firm name is the same.

To be acceptable, the Surety Bond must:

- Have the corporate seal of the surety company imprinted on the bond.
- Be signed by the surety company.
- Be signed by a sole owner, all partners, a corporate officer, a Limited Liability Company member/manager, or Association member.

### ***Authorization to Release Financial Information, OL 53***

**Licensee Name:** Enter your first, middle, last name and your firm name.

**Financial Institution:** Enter the name of the bank where business account is carried.

**Signed:** Sign your name.

**Title:** Enter your title.

**Date:** Date the application.

This form must be signed by a sole owner, all partners, a corporate officer, Limited Liability Company member/manager, or Association member.

***Zoning Verification For Vehicle Dealers License, OL 902***

This form is to be completed by an official of the agency responsible for zoning in your area and submitted with your application for license to a Department Inspector.

***Fingerprint Card, ADM 1316***

A fingerprint card must be submitted for out-of-state applicants only. Fingerprint cards may be obtained by calling Occupational Licensing at (916) 657-6621 or contacting your local Inspector. Fingerprints must be taken at a local law enforcement agency either the Police Department or Sheriff's Office.

***Request For Live Scan Service, DMV 8016***

Every person applying for an Occupational License must furnish a copy of their Request For Live Scan Service receipt when submitting their application to the Department of Motor Vehicles.

Live Scan is an inkless electronic fingerprinting process. The fingerprints are electronically transmitted to the Department of Justice (DOJ) for completion of the DOJ criminal background checks.

Contact your local Police Department, Sheriff's Office, or District Education Office to determine the Live Scan site nearest you. There are more than 130 facilities throughout the state and at least one in each county. Call in advance, some locations are by appointment only. A photo ID will be required. A Live Scan list is available from DOJ's Live Scan internet address at: <http://caag.state.ca.us/app/contact.pdf>

LIVE SCAN SERVICE FEES	
\$16.00 to \$20+	Live Scan Facility Fee
\$32.00	DOJ Background Check Fee

These fees will be collected at the time your prints are taken. Please check with the facility in advance to determine the total fee due and the method of acceptable payment.

If you have been previously licensed by the Department of Motor Vehicles, Occupational Licensing (within the past 36 months), please complete Question #5(a) on the Personal History Questionnaire (OL 29) and ***do not*** complete the Request For Live Scan Service.

***Certificate of Appointment (on reverse side of surety bond OL 25)***

The Certificate of Appointment enables the service of legal process on the Director of Motor Vehicles in the extended absence of the licensed principal. The Certificate of Appointment must agree **exactly** with the wording on the bond or it will be rejected. This form must be signed by a sole owner, one person may sign for a partnership, a corporate officer, Limited Liability Company member/manager, or Association member.

***Certificate of Proposed Franchise, OL 124***

Required of new auto/commercial dealers and new motorcycle dealers only. The OL 124 must be signed by a person on the ownership structure of the licensed manufacturer or distributor, or by a licensed representative of the manufacturer or distributor. An OL 124 is required for each make being sold.

***Letter of Authorization***

Required for new recreational vehicle dealers and trailer dealers only. The letters of authorization must be on the issuing manufacturers, distributors, or remanufacturers letterhead and must show either the business or corporate name and address of the firm exactly as it appears on the application. A letter of authorization is required for each make being sold.

The authorization will not be accepted if the manufacturer, distributor, or remanufacturer is not licensed with the State of California.